

Section (m)

Assisting Families Transitioning Off Aid

Please describe how the county will work with families transitioning off aid. The description should include (1) assistance for those individuals who transition off aid due to time limits, and (2) those who leave aid due to employment.

In order to support the Board of Supervisors' goal of providing the assistance needed to lift families and individuals out of poverty and into self-sufficiency, the Sonoma County Human Services Department will provide post-employment services to focus on job retention and career advancement and ensure that participants are prepared to be transitioned off of aid and into self-sufficiency. Welfare-to-work plans will include long-term goals that will include activities for an individual to follow after their time on CalWORKs. Post-employment services can include:

- Case management
- Vocational counseling
- Long-term goal preparation
- Additional training
- Referrals to other services as needed
- Job retention services
- Mentor Support
- Support Groups
- Staff available to assist employers in the employee/employer relationship
- Child care for up to two years after aid is discontinued

Sonoma County currently evaluates discontinued AFDC cases for ongoing Food Stamp eligibility. In addition, clients discontinued from AFDC due to earnings are eligible for Transitional Medi-Cal coverage. The Department expects to be able to continue transitioning clients to Food Stamps and/or Medi-Cal once they are no longer eligible to CalWORKs.

These services will be offered to the greatest extent possible.

For cases discontinued for non-employment reasons or after the 60-month time limit, the Department will build an automatic referral to its internal JTPA program prior to the effective date of the discontinuance to ensure that the client will be able to transition into JTPA services, if needed.

No additional participation will be required of an individual upon reaching the 60-month limit.

However, additional welfare-to-work services may be provided to the individual on a voluntary basis.

Individuals who need services after they leave CalWORKs will be able to use the Sonoma County Job Link, a one-stop employment and training services center which will be open to the general public. Also available will be the Information and Referral services developed jointly between the Human Services Department and the Volunteer Center of Sonoma County.

Section (n)

Job Creation

Please describe the efforts that have been undertaken, or that the county plans to pursue, relating to the job creation plan described in Chapter 1.12 of Part 6.7 of Division 3 of Title 2 of the Government Code.

Sonoma County Human Services Department is an active partner in the Economic Vitality Partnership, a collaborative effort involving more than 200 people from the business, government, education, and community sectors in Sonoma County. The goal of the Partnership is to develop and implement a strategic plan that can help Sonoma County successfully compete in a global environment while maintaining a distinctive quality of life. Participation in this partnership will assist the Department and its partners in determining potential new jobs as they are created. As of this writing, staff is waiting for guidelines from the Trade and Commerce Agency as to the amount of funding and allowable activities under the Job Creation Investment Funds, and is working closely with Sonoma County's Economic Development Coordinator.

Section (o)

Other Elements

Pilot projects: Please include a description of any pilot projects that the county may wish to pursue and submit a separate proposal for, as part of its CalWORKs Program. Should the county later determine an interest in a pilot proposal, this information could be submitted as an addendum to the County Plan.

The Sonoma County Human Services Department has plans to pursue the following pilot projects as part of its SonomaWORKS program:

Training to Become Child Care Providers:

In collaboration with the Community Child Care Council of Sonoma County (4C's), the Department proposes to conduct a pilot project for two years to train up to 45 SonomaWORKS recipients per year to become child care providers. When a client completes the program, they will either provide care as a license-exempt provider or as a licensed family child care provider.

The Department will be the lead agency for the project. This includes being the fiscal agent for the project, being responsible for monitoring the overall requirements of the project, coordination of SonomaWORKS activities for the project, and coordination of the project with child care administered under Stage 1 child care. The Department will establish a method of recruiting groups of participants within the same communities, so as to promote peer support groups and community support.

During the project, the Department will provide supportive services needed for completion of the program. Those services may include, but are not limited to, child care, transportation, fees for health and safety classes, fees for Trustline registration, and purchase of equipment or services needed to qualify the participant's home for licensing.

4C's will be responsible for conducting the training program, developing and monitoring a mentor program to link participants with a successful family child care provider, completing all requirements for participants to meet licensing standards for health and safety training and Trustline, assisting participants in the licensing process, providing counseling on child care career options, and establishing a peer support group for participants.

4C's will be responsible for monitoring the results of the training. They will provide the contact with the California Department of Social Services (CDSS) for evaluation. In addition, they will submit quarterly evaluation data to both CDSS and to the Department.

Training for Earlier Childhood Careers (TRECC):

The Department is already part of a five county pilot project to train SonomaWORKS participants to become teachers in child care centers. This project is a collaboration with the Community Colleges and the Resource and Referral Agencies in Sonoma, Marin, Solano, Mendocino and Napa counties. Santa Rosa Junior College is the lead agency in coordinating the project.

During the first year of the project, participants will complete 24 units at the Community College and complete enough work experience hours to qualify for an Associate Teacher Permit. During the summer, the participants will be expected to work as a paid intern for 32 hours per week. In the second year, they will continue to work in a child care center and complete an additional 16 units at the Community College. At the end of the program, successful participants will have earned a Teacher Permit.

In Sonoma County, 4C's will be responsible for assisting participants in finding internships. Also, they will provide assistance in the participants' job search for a permanent Teacher position.

During the project, the Department will provide supportive services needed for completion of the program. The project will fund supportive services that may not be allowed under the SonomaWORKS program. The services the project may need to fund include, but are not limited to, child care, transportation, tuition, and books.

Noncustodial Parent Pilot Project:

In conjunction with the Sonoma County District Attorney's Family Support Division (FSD), the Department has applied to conduct a three-year pilot project to provide employment and training services to 300 noncustodial parents (NCP) per year who are unable to pay child support due to their unemployment or underemployment.

The target group for this project are NCP's who meet the following conditions:

- A. Have children who are receiving public assistance
- B. Are unemployed or underemployed which causes them to not be able to pay, or to pay their child support on an inconsistent basis.

FSD will identify potential participants for the project. They will initiate court orders to require the NCP to conduct a job search. NCP's will be offered the option of signing a stipulation that they will participate in this project, instead of going to court.

NCP's who sign the stipulation will be participants in the project along with court-ordered NCP's. Participants will be required to attend the Parent Involvement Program (P.I.P.) and employment and training services. Specific course material in P.I.P. includes understanding parental responsibility, children's needs, nurturing supportive relationships with their children, anger management, effective communication skills, and child support laws. Currently P.I.P. is conducted under contract with the California Parenting Institute (CPI). At or near the end of the P.I.P. curriculum, employment and training services will be provided by the Human Services Department.

The Department provides services under both the SonomaWORKS and JTPA programs. As such, the Department will coordinate employment and training services under this project to leverage funding to maximize services for all participants. Employment and training services to be offered in this project will include orientation, assessment, job search assistance, job club, on-the-job training, vocation-specific education and training, job development and job retention training. Supportive services available may include child care, transportation and ancillary expenses.

Employment Readiness Demonstration Project:

The Sonoma County Human Services Department, in collaboration with Goodwill Industries of the Redwood Empire (GIRE), has submitted a proposal for the Employment Readiness Demonstration Project (ERDP) to assist SonomaWORKS participants with multiple barriers to obtain and maintain entry-level jobs in order to achieve self-sufficiency. This demonstration project will serve approximately 150 participants in three years.

The ERDP will provide the following services to participants based upon their individual needs:

- Intake/Assessment - A determination will be made of each individual's strengths and barriers to employment. Factors considered will be an individual's work history, educational background, need for supportive services, identification of any special employment needs and referrals to appropriate services to address barriers to employment.
- Work Experience
- Support Services - This will include services such as child care and transportation along with services such as vocational counseling, parenting classes, problem solving, anger management, and other services necessary to obtain employment.
- Supervised Job Search
- Short-term Skills Training - Participants will have the opportunity to participate in short-term vocational skills training in order to increase the likelihood that participants will be able to achieve economic self-sufficiency.
- Post-Employment Services - Once employed, a participant will receive ongoing support to maintain their employment.

Section (p)

Compliance with Requirements of CalWORKs

Under CalWORKs counties are required to enroll single parent families in welfare-to-work activities for a minimum of 20 hours per week beginning January 1, 1998, 26 hours per week beginning July 1, 1998, and 32 hours per week beginning July 1, 1999.

Prior to July 1, 1999, counties have the option to require adults in single parent assistance units to participate up to 32 hours per week. Does your county intend to exercise that option?

The County of Sonoma intends to exercise the option of requiring adults in single-parent assistance units to participate in 32 hours per week in work activities effective the date of SonomaWORKS implementation.

The Department will make the following exemption to this 32 hour per week work requirement: In accordance with federal law, an individual who would otherwise qualify for an exemption from work participation requirements based on the age of a child under 12 months who chooses to participate would be excluded from all federal work participation rate calculations and would have the option of participating for 20 hours per week.

Section (q)

Interaction with American Indian Tribes

Please describe the discussions that have occurred with respect to administration for the federally recognized American Indian Tribes located within your county. This should include whether the county will administer the program, whether the tribes will administer their own approved tribal TANF program, or whether there will be joint county/tribal administration.

The Sonoma County Human Services Department has begun discussions with representatives from the federally recognized American Indian tribes located on the following reservations within Sonoma County:

- Cloverdale Rancheria
- Dry Creek Rancheria
- Lytton Rancheria
- Stewart's Point Rancheria

In the initial discussions, Department staff and representatives from the Dry Creek and Stewart's Point Rancherias and from California Indian Legal Services identified areas of concern, services that are expected to be available through SonomaWORKS, and resources that the tribes have identified that are available to meet the needs of tribal members.

At the time that this plan is being submitted, no tribes within Sonoma County have expressed a desire to administer their own tribal TANF program.

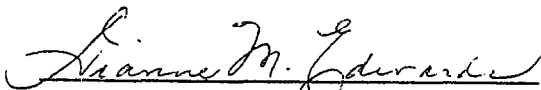
Therefore, the County of Sonoma will administer the TANF/SonomaWORKS program to all residents of the county, including those on the local rancherias. The Department has committed to quarterly meetings with tribal representatives from all the local rancherias to continue to address issues with the administration of the TANF/SonomaWORKS program.

In addition, Department staff have met with Jim Henry, Administrator of the Native Employment Works Program of California Indian Manpower Consortium, Inc. (CIMC), to discuss tribal TANF benefits. Continuing conversations between CIMC staff and Department staff have been beneficial to the understanding of the coordination involved with TANF Tribal issues.

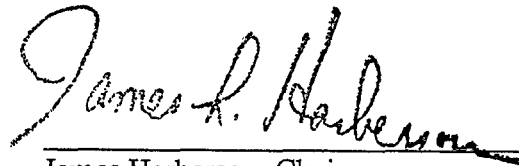
Because Sonoma County has historically had no tribes who participated in the Tribal JOBS Program, Sonoma County was not transitioned as a county represented by the Native American Works program.

Certification

THIS PLAN HAS BEEN DEVELOPED IN ACCORDANCE WITH THE APPROPRIATE FEDERAL, STATE AND COUNTY LAWS AND REGULATIONS. THE TERMS OF THIS PLAN, INCLUDING ALL CERTIFICATIONS WITHIN THIS PLAN, AND ALL APPLICABLE LAWS AND REGULATIONS WILL BE FOLLOWED DURING THE IMPLEMENTATION AND EXECUTION OF THIS PLAN.



Dianne M. Edwards, Director
Sonoma County Human Services Department



James Harberson, Chair
Sonoma County Board of Supervisors

Attachments

- Attachment I Training Directory (product of the 1996 California Cooperative Occupational Information System)
- Attachment II Welfare to Work/CalWORKs Employer Services

Training Directory

Agape School

2901 Fulton Road, Fulton, CA 95439

Phone: 707-571-1280 Fax: 707-571-1284

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:**On-Site Property Management**Occupational Objective: *On-Site Property Manager*

Approximate Cost to Complete: \$3900 (2 for 1)

Average Time to Complete: 5 weeks

Alchemy Institute of Healing Arts

2310 Warwick Drive, Santa Rosa, CA 95405

Phone: 707-579-4984 Fax: 707-579-4984

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	Yes
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:**Hypnotherapy**Occupational Objective: *Hypnotherapist*

Approximate Cost to Complete: \$2,080

Average Time to Complete: 3 weeks

American Red Cross (Sonoma County)

465 Tesconi Circle, Santa Rosa, CA 95401

Phone: 707-577-7600 Fax: 707-577-7621

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:**Home Health Aide Training**Occupational Objective: *Home Health Aide*

Approximate Cost to Complete: \$645

Average Time to Complete: 4 weeks

Nursing Assistant TrainingOccupational Objective: *Nursing Assistant*

Approximate Cost to Complete: \$245

Average Time to Complete: 5 days

Anthony Schools of Northern California

1250 Coddington Center, Suite 1, Santa Rosa, CA 95401

Phone: 707-544-6711

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Anthony Schools--continued

Programs Offered:

Contractors Licensing

Occupational Objective: *Contractor*

Approximate Cost to Complete: varies

Average Time to Complete: 4 months

Real Estate Sales

Occupational Objective: *Real Estate Salesperson*

Approximate Cost to Complete: varies

Average Time to Complete: 6 months

Automotive Diagnostics

1290 Holm Road, Suite D, Petaluma, CA 94954

Phone: 707-762-1405 Fax: 707-762-1405

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Modern Automotive Technology

Occupational Objective: *Automotive Technician*

Approximate Cost to Complete: \$4,750 + test fee

Average Time to Complete: 18-22 weeks

Bartenders School of Santa Rosa

1050 Hopper Ave., Bldg. 7A, Santa Rosa, CA 95403

Phone: 707-523-1611

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Bar Management Training

Occupational Objective: *Bar Manager*

Approximate Cost to Complete: \$195

Average Time to Complete: 9 hours

Bartending, Banquet & Catering

Occupational Objective: *Bartender*

Approximate Cost to Complete: \$295

Average Time to Complete: 15 hours

Bartending, Full Service

Occupational Objective: *Bartender*

Approximate Cost to Complete: \$495

Average Time to Complete: 2 weeks

Cocktail Server

Occupational Objective: *Servers, Food & Drink*

Approximate Cost to Complete: \$195

Average Time to Complete: 15 hours

Calif. Institute of Massage & Spa Services

139 East Napa Street/P.O. Box 673, Sonoma, CA 95476

Phone: 707-939-8964

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:**Massage Technician**Occupational Objective: *Massage Technician*

Approximate Cost to Complete: \$1,085

Average Time to Complete: 3 1/2 months

Massage TherapistOccupational Objective: *Massage Therapist*

Approximate Cost to Complete: \$4,100

Average Time to Complete: 12 months

Spa Service ProviderOccupational Objective: *Spa Service Technician*

Approximate Cost to Complete: \$895

Average Time to Complete: 3 1/2 months

Calistoga Massage Therapy School

5959 Commerce Blvd., Suite 13, Rohnert Park, CA 94928

Phone: 707-586-1953

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:**Massage Therapy**Occupational Objective: *Massage Therapist*

Approximate Cost to Complete: \$800

Average Time to Complete: 7 weeks

Career Transitions

2235 Challenger Way, Suite 101, Santa Rosa, CA 95407

Phone: 707-546-6605 Fax: 707-525-1224

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:**Account Clerk/Assistant Bookkeeper**Occupational Objective: *Accounting and Bookkeeping Clerk*

Approximate Cost to Complete: \$5150

Average Time to Complete: 14 weeks

Administrative AssistantOccupational Objective: *Administrative Assistant*

Approximate Cost to Complete: \$6300

Average Time to Complete: 17 weeks

Basic Computer OperationsOccupational Objective: *Secretary, Receptionist*

Approximate Cost to Complete: \$350 per week

Average Time to Complete: 4-10 weeks

General Clerical/ReceptionistOccupational Objective: *Receptionist, General Clerical*

Approximate Cost to Complete: \$2900

Average Time to Complete: 11 weeks

Career Transitions--continued

Medical Front Office

Occupational Objective: *Medical Front Office Clerk*

Approximate Cost to Complete: \$5120

Average Time to Complete: 14 weeks

Sales and Customer Relations

Occupational Objective: *Customer Service Clerk, Sales Rep.*

Approximate Cost to Complete: \$4600

Average Time to Complete: 13 weeks

Word Processor

Occupational Objective: *Word Processor*

Approximate Cost to Complete: \$3600

Average Time to Complete: 10 weeks

Carpenter's 46 JATC

715 Southpoint Blvd., Petaluma, CA 94952

Phone: 707-762-5840

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Carpenter Apprenticeship

Occupational Objective: *Carpenter*

Approximate Cost to Complete: books and tools

Average Time to Complete: 4 years

Center for Employment Training

3273 Airway Drive, Santa Rosa, CA 95403

Phone: 707-576-1426 Fax: 707-576-1421

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Building Maintenance Repair

Occupational Objective: *Building Maintenance (Commercial and Residential)*

Approximate Cost to Complete: \$4,704

Average Time to Complete: 20 weeks

Electronic Assembly

Occupational Objective: *Electronic Assembler*

Approximate Cost to Complete: \$4,032

Average Time to Complete: 17 weeks

Cotati-Rohnert Park Adult Education

5860 Labath Ave., Rohnert Park, CA 94928

Phone: 707-588-5708 Fax: 707-588-5704

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Colati-Rohnert Park Adult Education--continued

Program Offered:

Computer Software Applications

Occupational Objective: *Secretary*

Approximate Cost to Complete: books

Average Time to Complete: 10 months

Empire College-School of Business

3033 Cleveland Ave., Santa Rosa, CA 95403

Phone: 707-546-4000 Fax: 707-546-4058

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Accelerated Business Essentials

Occupational Objective: *Secretary*

Approximate Cost to Complete: \$5,591

Average Time to Complete: 6 ½ months

Accounting with Computer Applications

Occupational Objective: *Accounting Clerk*

Approximate Cost to Complete: \$4,725

Average Time to Complete: 12 ½ months

Administrative Assistant

Occupational Objective: *Administrative Assistant*

Approximate Cost to Complete: \$7,971

Average Time to Complete: 10 months

Bookkeeping with Computer Applications

Occupational Objective: *Bookkeeper*

Approximate Cost to Complete: \$7,936

Average Time to Complete: 10 months

Computer Support Specialist

Occupational Objective: *Technical Support Specialist*

Approximate Cost to Complete: \$7,625

Average Time to Complete: 7 ½ months

Computerized Business Skills

Occupational Objective: *Secretary*

Approximate Cost to Complete: \$6,006

Average Time to Complete: 7 ½ months

Court Reporting

Occupational Objective: *Court Reporter*

Approximate Cost to Complete: \$26,487

Average Time to Complete: 37 ½ months

Executive Office Administration

Occupational Objective: *Office Manager*

Approximate Cost to Complete: \$9,879

Average Time to Complete: 12 ½ months

Legal Office Administration

Occupational Objective: *Legal Secretary*

Approximate Cost to Complete: \$9,682

Average Time to Complete: 12 ½ months

Legal Secretary

Occupational Objective: *Legal Secretary*

Approximate Cost to Complete: \$7,833

Average Time to Complete: 10 months

Medical Administrative Assistant

Occupational Objective: *Medical Front Office*

Approximate Cost to Complete: \$10,479

Average Time to Complete: 12 ½ months

Empire College-School of Business--continued

Medical Administrative/Clinical Assistant

Occupational Objective: *Medical Assistant*
Approximate Cost to Complete: \$11,092
Average Time to Complete: 12 ½ months

Medical Assistant

Occupational Objective: *Medical Assistant*
Approximate Cost to Complete: \$13,282
Average Time to Complete: 15 months

Medical Clinical Assistant

Occupational Objective: *Medical Assistant*
Approximate Cost to Complete: \$8,707
Average Time to Complete: 10 months

Medical Transcriptionist

Occupational Objective: *Medical Transcriptionist*
Approximate Cost to Complete: \$8,127
Average Time to Complete: 10 months

Travel and Tourism Essentials

Occupational Objective: *Travel Agent*
Approximate Cost to Complete: \$5,791
Average Time to Complete: 7 ½ months

H & R Block Tax Training School

1791 Marlow Road, #5, Santa Rosa, CA 95403
Phone: 707-579-7974

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Income Tax Course

Occupational Objective: *Licensed Tax Preparer*
Approximate Cost to Complete: \$295
Average Time to Complete: 66 hours

Heald College

2425 Mendocino Ave., Santa Rosa, CA 95403
Phone: 707-525-1300 Fax: 707-527-0251

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Programs Offered:

Accounting

Occupational Objective: *Accounting Clerk, Bookkeeper*
Approximate Cost to Complete: \$11,700 (days) \$11,625 (eve.)
Average Time to Complete: 12-24 months

Computer Business Administration

Occupational Objective: *Office Manager, Office Assistant*
Approximate Cost to Complete: \$11,700 (days) \$11,625 (eve.)
Average Time to Complete: 12-24 months

Computer Office Administration

Occupational Objective: *Executive Secretary/Administrative Assistant*
Approximate Cost to Complete: \$11,700 (days) \$11,625 (eve.)
Average Time to Complete: 12-24 months

Legal Office Administration

Occupational Objective: *Legal Secretary*
Approximate Cost to Complete: \$11,700 (days) \$11,625 (eve.)
Average Time to Complete: 12-24 months

Heald College--continued

Medical Office Administration

Occupational Objective: *Medical Front Office, Medical Secretary*

Approximate Cost to Complete: \$11,700 (days) \$11,625 (eve.)

Average Time to Complete: 12-24 months

Information Management Instruction Training

1160 Industrial Ave., Suite J, Petaluma, CA 94952

Phone: 707-765-1325 Fax: 707-762-3716

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Accounting Clerk

Occupational Objective: *Accounting Clerk, Bookkeeper*

Approximate Cost to Complete: \$3,600 + books

Average Time to Complete: 10 weeks

Administrative Assistant

Occupational Objective: *Administrative Assistant*

Approximate Cost to Complete: \$5,040 + books

Average Time to Complete: 14 weeks

Customer Service Rep./Secretary

Occupational Objective: *Secretary*

Approximate Cost to Complete: \$3,240 + books

Average Time to Complete: 9 weeks

Marketing Assistant

Occupational Objective: *Marketing Assistant*

Approximate Cost to Complete: \$4,320 + books

Average Time to Complete: 12 weeks

Medical Front Office

Occupational Objective: *Medical Front Office, Medical Secretary*

Approximate Cost to Complete: \$3,600 + books

Average Time to Complete: 10 weeks

Microcomputer Operator

Occupational Objective: *Data Entry Keyer, General Clerical*

Approximate Cost to Complete: \$2,160 + books

Average Time to Complete: 6 weeks

Microcomputer Support/LAN

Occupational Objective: *LAN Technician*

Approximate Cost to Complete: \$5,400 + books

Average Time to Complete: 15 weeks

Web Site Designer/Publisher

Occupational Objective: *Web Site Developer*

Approximate Cost to Complete: \$5,400 + books

Average Time to Complete: 15 weeks

Institute of Continuing Education

6518 Wayne Court, Forestville, CA 95436

Phone: 707-887-7093 Fax: 707-887-7286

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	Yes
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Real Estate Principles

Occupational Objective: *Real Estate Agent, Property Manager*

Approximate Cost to Complete: \$365

Average Time to Complete: 45 hours

Institute for Educational Therapy

7981 Old Redwood Highway, Suite F, Cotati, CA 94931

Phone: 707-795-1284 Fax: 707-795-3375

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Certified Diet Counselor

Occupational Objective: *Diet Counselor*

Approximate Cost to Complete: \$1,450 + books

Average Time to Complete: 6 months

Certified Clinical Nutritionist Consultant

Occupational Objective: *Nutritionist Consultant*

Approximate Cost to Complete: \$2,495 + books

Average Time to Complete: 12 months

Certified Nutrition Educator

Occupational Objective: *Nutrition Educator*

Approximate Cost to Complete: \$1,450 + books

Average Time to Complete: 6 months

Institute of Imaginal Studies

47 Sixth Street, Petaluma, CA 94952

Phone: 707-765-1836 Fax: 707-765-2351

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Psychology

Occupational Objective: *Psychologist, Marriage/Family Counselor*

Approximate Cost to Complete: \$7,800 per year

Average Time to Complete: 2-5 years

J Bass & Associates

6400 Redwood Drive, Suite 203, Rohnert Park, CA 94928

Phone: 707-584-3488 Fax: 707-584-3605

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Administrative Assistant

Occupational Objective: *Front Office Administrative Assistant, Accounting*

Approximate Cost to Complete: \$3,800

Average Time to Complete: 10 weeks

Computer Information System Professional

Occupational Objective: *Software Support Technician, Network Administrator*

Approximate Cost to Complete: \$6,480

Average Time to Complete: 15 weeks

Customer Service Representative

Occupational Objective: *Customer Service/Support, Office Clerk, Receptionist*

Approximate Cost to Complete: \$3,800

Average Time to Complete: 10 weeks

Internet Information Specialist

Occupational Objective: *Internet Research Technician, Web Site Manager/Administrator*

Approximate Cost to Complete: \$6,400

Average Time to Complete: 15 weeks

J Bass & Associates--continued

Small Business Administrator

Occupational Objective: *Office Manager, Small Business Owner/Operator*

Approximate Cost to Complete: \$6,000

Average Time to Complete: 15 weeks

Julie Nation Academy

170 Farmers Lane, Santa Rosa, CA 95405

Phone: 707-575-8585 Fax: 707-576-7041

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Method Acting

Occupational Objective: *Actor*

Approximate Cost to Complete: \$1,425

Average Time to Complete: 6 months

Personal Development

Occupational Objective: *Self Improvement, Interviewing Prep.*

Approximate Cost to Complete: \$540

Average Time to Complete: 3 months

Professional Modeling

Occupational Objective: *Model*

Approximate Cost to Complete: \$1,425

Average Time to Complete: 6 months

TV Commercial Acting

Occupational Objective: *Actor*

Approximate Cost to Complete: \$540

Average Time to Complete: 3 months

Jupiter Hollow School for Massage

927 Scenic Ave./P.O. Box 8043, Santa Rosa, CA 95407

Phone: 707-584-7903

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Massage Practitioner

Occupational Objective: *Massage Therapist*

Approximate Cost to Complete: \$1,000

Average Time to Complete: 2-12 weeks

Lewis Adult Education

2230 Lomitas Ave., Santa Rosa, CA 95404

Phone: 707-528-5421

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Programs Offered:

Beginning Computer

Occupational Objective: *Computer Operator*

Approximate Cost to Complete: \$45

Average Time to Complete: 6 weeks

Lewis Adult Education--continued

Bookkeeping

Occupational Objective: *Bookkeeping Clerk*
Approximate Cost to Complete: \$70
Average Time to Complete: varies

Computerized Bookkeeping

Occupational Objective: *Accounting Clerk, Bookkeeper*
Approximate Cost to Complete: \$65
Average Time to Complete: 6 weeks

Data Entry

Occupational Objective: *Data Entry Clerk*
Approximate Cost to Complete: \$45
Average Time to Complete: 6 weeks

Database Management

Occupational Objective: *Secretary*
Approximate Cost to Complete: \$55
Average Time to Complete: 6 weeks

Desktop Publishing

Occupational Objective: *Computer Graphics*
Approximate Cost to Complete: \$65
Average Time to Complete: 6 weeks

Medical Terminology

Occupational Objective: *Medical Secretary*
Approximate Cost to Complete: \$48
Average Time to Complete: 4 months

Office Practice

Occupational Objective: *Receptionist, Secretary*
Approximate Cost to Complete: \$20
Average Time to Complete: 4 months

Spreadsheet

Occupational Objective: *Recordkeeping*
Approximate Cost to Complete: \$65
Average Time to Complete: 6 weeks

Typing

Occupational Objective: *General Clerical*
Approximate Cost to Complete: \$20
Average Time to Complete: 4 months

Word Processing, Beginning and Intermediate

Occupational Objective: *Secretary*
Approximate Cost to Complete: \$65
Average Time to Complete: 6 weeks

Lyle's Redwood Empire Beauty College

186 Wikiup Drive, Santa Rosa, CA 95403
Phone: 707-545-8449 Fax: 707-545-7258

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Cosmetology

Occupational Objective: *Cosmetologist*
Approximate Cost to Complete: \$7,019
Average Time to Complete: 18 months

Esthetics

Occupational Objective: *Cosmetician*
Approximate Cost to Complete: \$4,029
Average Time to Complete: 6 months

Manicuring

Occupational Objective: *Manicurist*
Approximate Cost to Complete: \$3,032
Average Time to Complete: 14 weeks

National Training Institute

20 Pimental, Unit B-1, Novato, CA 94947
 Phone: 415-883-5610 Fax: 415-883-2947

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:**Computer Service Technology**

Occupational Objective: *Computer Service Technician*
 Approximate Cost to Complete: \$6,500
 Average Time to Complete: 15 weeks

Electronic Equipment Repair Technology

Occupational Objective: *Electronics Technician*
 Approximate Cost to Complete: \$6,500
 Average Time to Complete: 15 weeks

Operating Engineers JAC

6225 State Farm Dr., Suite 100, Rohnert Park, CA 94928
 Phone: 707-585-3430

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Program Offered:**Operating Engineer Apprenticeship**

Occupational Objective: *Operating Engineer*
 Approximate Cost to Complete: books
 Average Time to Complete: 4 years

PC Tutor

5005 Parkhurst Drive, Santa Rosa, CA 95409
 Phone: 707-537-1213 Fax: 707-538-4059

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:**Computer Training**

Occupational Objective: *Personal Computer Operations*
 Training Site Location: Training at Customer's location
 Approximate Cost to Complete: \$1,000-3,000
 Average Time to Complete: 4-12 weeks

Petaluma Adult Education

11 Fifth Street, Petaluma, CA 94952
 Phone: 707-778-4633 Fax: 707-778-4822

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Petaluma Adult Education--continued

Program Offered:

Roofing and Waterproofing

Occupational Objective: *Apprentice Roofer*

Approximate Cost to Complete: varies

Average Time to Complete: 9 months (5 yr. apprenticeship)

Redwood Empire Electrical JATC

1702 Corby Ave., Suite F, Santa Rosa, CA 95407

Phone: 707-523-3837 Fax: 707-542-9134

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Electrical Apprenticeship

Occupational Objective: *Electrician*

Approximate Cost to Complete: \$150-300 per year

Average Time to Complete: 5 years

Rohnert Park Dive Center

5665 Redwood Drive, Suite B, Rohnert Park, CA 94928

Phone: 707-584-2323 Fax: 707-584-2324

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Basic Scuba Diving

Occupational Objective: *Scuba Diver*

Approximate Cost to Complete: \$199

Average Time to Complete: 32 hours

Dive Center Operations

Occupational Objective: *Dive Center Owner/Operator*

Approximate Cost to Complete: \$299

Average Time to Complete: 24 hours

Professional Diving (Various Levels)

Occupational Objective: *Scuba Diving Instructor*

Approximate Cost to Complete: \$1,295

Average Time to Complete: 80 hours

Santa Rosa Junior College

1501 Mendocino Ave., Santa Rosa, CA 95401

Phone: 707-527-4011

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	Yes	GED Assistance:	No

Please Note: the cost of attending any of California's community colleges is \$13 per unit or \$195 per semester (for full-time students).

Degree Programs Offered:

Administration of Justice
Advertising
Aeronautics
Agriculture
Agriculture, International
Animal Health Technician

Santa Rosa Junior College--continued

Anthropology
 Apprenticeship Programs
 Architecture
 Art
 Astronomy
 Athletic Training/Sports Medicine
 Behavioral Sciences
 Biochemistry
 Biology
 Botany
 Business Administration
 Chemistry
 Child Development
 Communications
 Computer Science
 Construction Management
 Dental Hygiene
 Dietetics
 Economics
 Education
 Engineering
 Engineering Technology, General
 English
 Environmental Studies
 Ethnic Studies
 Film/Cinema
 Fisheries/Wildlife
 Forestry
 French
 Geography
 Geology
 German
 History
 Home Economics
 Hotel and Restaurant/Hospitality Management
 Industrial Design
 Italian
 Journalism

Landscape Architecture
 Latin
 Liberal Studies
 Mathematics
 Meteorology/Atmospheric Science
 Microbiology
 Music
 Occupational Therapy
 Oceanography
 Optometric Technician
 Philosophy
 Physical Education
 Physical Sciences
 Physical Therapy
 Physician's Assistant
 Physics
 Physiology
 Political Science
 Pre-Health Professions, General
 Pre-Law
 Psychology
 Range Management
 Social Sciences
 Sociology
 Spanish
 Speech, Debate and Forensic Science
 Theater Arts/Drama
 Wildlife Management

Certificate Programs Offered:

Accountant Assistant

Occupational Objective: *Accounting Clerk*

Average Time to Complete: 3-4 semesters

Administrative Assistant

Occupational Objective: *Administrative Assistant*

Average Time to Complete: 3 semesters

Training Site Location: Santa Rosa Campus and Petaluma Center

Santa Rosa Junior College--continued

Aeronautical and Aviation Technology

Occupational Objective: *Pilot*

Average Time to Complete: 2 semesters

Agribusiness

Occupational Objective: *Agricultural and Business Related Occupations*

Average Time to Complete: 4 semesters

Animal Science

Occupational Objective: *Agricultural Related Occupations*

Average Time to Complete: 3 semesters

Applied Graphics

Occupational Objective: *Graphic Arts Technician*

Average Time to Complete: 4 semesters

Architecture and Construction Technology

Occupational Objective: *CAD Operator*

Average Time to Complete: 4 semesters

Automotive Technology

Occupational Objective: *Automotive Technician*

Average Time to Complete: 2-4 semesters

Bookkeeping/Account Clerk

Occupational Objective: *Bookkeeper, Accounting Clerk*

Average Time to Complete: 1-3 semesters

Training Site Location: Santa Rosa Campus and Petaluma Center

Civil and Surveying Technology

Occupational Objective: *Land Surveyor Technician*

Average Time to Complete: 4 semesters

Client Service Specialist

Occupational Objective: *Human/Social Services Worker*

Average Time to Complete: 2 semesters

Clothing and Textiles

Occupational Objective: *Designer, Clothing and Fashion*

Average Time to Complete: 2 semesters

Computer Programmer

Occupational Objective: *Computer Programmer*

Average Time to Complete: 3-4 semesters

Training Site Location: Santa Rosa Campus and Petaluma Center

Computerized Office Training

Occupational Objective: *Secretary, Receptionist*

Average Time to Complete: 2 semesters

Training Site Location: Santa Rosa Campus and Petaluma Center

Corrections

Occupational Objective: *Correctional Officer*

Average Time to Complete: 3-4 semesters

Culinary Training

Occupational Objective: *Restaurant Cook/Chef*

Average Time to Complete: 2 semesters

Dental Assistant

Occupational Objective: *Dental Assistant*

Average Time to Complete: 11 months

Diesel/Equipment Technology

Occupational Objective: *Diesel Mechanic*

Average Time to Complete: 4 semesters

Diet Technology

Occupational Objective: *Dietetic Technician*

Average Time to Complete: 3 semesters

Dispatcher, Public Safety

Occupational Objective: *Dispatcher*

Average Time to Complete: 3 weeks

Training Site Location: Two Rock (Southwest Sonoma Co.)

Display Design

Occupational Objective: *Retail Salesperson*

Average Time to Complete: 2 semesters

Early Childhood Education

Occupational Objective: *Child Care Worker*

Average Time to Complete: 3 semesters

Santa Rosa Junior College--continued**Early Childhood Education, Advanced**Occupational Objective: *Preschool Teacher*

Average Time to Complete: 3 semesters

Electronic TechnologyOccupational Objective: *Electronic Technician*

Average Time to Complete: 4 semesters

Emergency Medical Technician/ParamedicOccupational Objective: *EMT/Paramedic*

Average Time to Complete: 1-2 semesters

Training Site Location: Two Rock (Southwest Sonoma Co.)

Fashion CareersOccupational Objective: *Retail Salesperson*

Average Time to Complete: 4 semesters

Fire TechnologyOccupational Objective: *Firefighter*

Average Time to Complete: 2-3 semesters

Training Site Location: Petaluma Center

FloristryOccupational Objective: *Floral Designer*

Average Time to Complete: 3 semesters

Horse ManagementOccupational Objective: *Agricultural Related Occupations*

Average Time to Complete: 3 semesters

HospitalityOccupational Objective: *Hotel/Motel Occupations*

Average Time to Complete: 2 semesters

Human Resources AdministrationOccupational Objective: *Human Resources/Personnel Occupations*

Average Time to Complete: 1 semester

Interior DesignOccupational Objective: *Interior Designer*

Average Time to Complete: 4 semesters

Landscape ManagementOccupational Objective: *Nursery Worker, Landscape Construction Worker*

Average Time to Complete: 3-4 semesters

Law EnforcementOccupational Objective: *Law Enforcement Officer*

Average Time to Complete: 3-4 semesters

Legal SecretaryOccupational Objective: *Legal Secretary*

Average Time to Complete: 3 semesters

Machine Tool TechnologyOccupational Objective: *Machinist*

Average Time to Complete: 3 semesters

Medical Assisting, AdministrativeOccupational Objective: *Medical Assistant*

Average Time to Complete: 2 semesters

Microcomputer Systems SpecialistOccupational Objective: *Computer Related Occupations*

Average Time to Complete: 3-4 semesters

Training Site Location: Santa Rosa Campus and Petaluma Center

Microcomputer Systems UserOccupational Objective: *Secretary*

Average Time to Complete: 3-4 semesters

Training Site Location: Santa Rosa Campus and Petaluma Center

Natural Resource Conservation TechnologyOccupational Objective: *Agricultural Related Occupations*

Average Time to Complete: 3-4 semesters

Sonoma Junior College--continued

Nurse Assistant/Home Health Aide

Occupational Objective: *Nurse Assistant, Home Health Aide*

Average Time to Complete: 17 weeks

Nursery Production

Occupational Objective: *Nursery Worker*

Average Time to Complete: 3-4 semesters

Nursing (RN)

Occupational Objective: *Registered Nurse*

Average Time to Complete: 4 semesters

Nursing (LVN)

Occupational Objective: *Licensed Vocational Nurse*

Average Time to Complete: 3 semesters

Office Worker, Entry-Level

Occupational Objective: *Receptionist, Secretary*

Average Time to Complete: 8 weeks

Park and Recreation Technology

Occupational Objective: *Agricultural/Recreation Related Occupations*

Average Time to Complete: 3-4 semesters

Plant Science

Occupational Objective: *Agricultural Related Occupations*

Average Time to Complete: 3-4 semesters

Police Academy, Basic

Occupational Objective: *Law Enforcement Officer*

Average Time to Complete: 1 semester

Training Site Location: Two Rock (Southwest Sonoma Co.)

Psychiatric Technician

Occupational Objective: *Psychiatric Technician*

Average Time to Complete: 3 semesters

Radiologic Technology

Occupational Objective: *Radiologic Technologist*

Average Time to Complete: 25 months

Ranger Academy

Occupational Objective: *Forest Ranger*

Average Time to Complete: 7 weeks

Training Site Location: Two Rock (Southwest Sonoma Co.)

Real Estate

Occupational Objective: *Real Estate Agent*

Average Time to Complete: 2 semesters

Retail Merchandising Management

Occupational Objective: *Retail Sales Manager*

Average Time to Complete: 2 semesters

Sales and Marketing

Occupational Objective: *Sales Representative, Retail Salesperson*

Average Time to Complete: 2 semesters

Small Business Management

Occupational Objective: *Business Related Occupations*

Average Time to Complete: 2 semesters

Supervisory Management

Occupational Objective: *Office Manager, Administrative Assistant*

Average Time to Complete: 2-3 semesters

Viticulture Management

Occupational Objective: *Agricultural Related Occupations*

Average Time to Complete: 3-4 semesters

Welding Technology

Occupational Objective: *Welder*

Average Time to Complete: 2 semesters

Wine Marketing and Sales

Occupational Objective: *Sales Representative*

Average Time to Complete: 3-4 semesters

Sebastopol Massage Center

108 North Main St., Suite 5, Sebastopol, CA 95472

Phone: 707-823-3550

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Massage Therapy

Occupational Objective: *Massage Therapist*

Approximate Cost to Complete: \$800

Average Time to Complete: 100 hours

Sheet Metal Training School Local 104

1250 Petaluma Blvd. North, Petaluma, CA 94952

Phone: 707-762-0181

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Air Conditioning Specialist

Occupational Objective: *Residential Sheet Metal Worker*

Approximate Cost to Complete: varies

Average Time to Complete: 2 years

Sheet Metal Apprenticeship

Occupational Objective: *Sheet Metal Worker*

Approximate Cost to Complete: varies

Average Time to Complete: 5 years

Sonoma County Regional Occupational Programs (ROP)

5340 Skylane Blvd., Santa Rosa, CA 95403

Phone: 707-524-2720 Fax: 707-578-3156

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Please Note: ROP programs are generally open to high school students and, on a fee-basis, to adults. Contact ROP for cost information.

Programs Offered:

Agricultural Economics and Government

Occupational Objective: *Agricultural Related Occupations*

Average Time to Complete: 4 months

Training Site Location: Petaluma High School

Agricultural Mechanics

Occupational Objective: *Farm Equipment Mechanic*

Average Time to Complete: 4 months

Training Site Location: Sonoma Valley High School

Auto Body Repair and Paint

Occupational Objective: *Auto Body Repairer and Painter*

Average Time to Complete: 12 or more months

Training Site Location: Healdsburg High School

Sonoma County ROP--continued

Auto Mechanics

Occupational Objective: *Automotive Technician*

Average Time to Complete: 12 or more months

Training Site Location: Casa Grande and Cloverdale High Schools

Cabinet Making/Furniture Construction

Occupational Objective: *Cabinetmaker*

Average Time to Complete: 4 months

Training Site Location: Piner High School

Computer Aided Drafting

Occupational Objective: *Drafter, CAD Operator*

Average Time to Complete: 12 or more months

Training Site Location: El Molino, Montgomery, and Piner High Schools

Computer Applications in Business

Occupational Objective: *Secretary*

Average Time to Complete: 4 months

Training Site Location: various sites

Computerized Accounting

Occupational Objective: *Account Clerk, Bookkeeper*

Average Time to Complete: 4 months

Training Site Location: Rancho Cotate High School

Desktop Publishing

Occupational Objective: *Computer Graphics*

Average Time to Complete: 4 months

Training Site Location: Petaluma and Cotate High Schools

Electronics Technology

Occupational Objective: *Computer Service Technician*

Average Time to Complete: 12 or more months

Training Site Location: various sites

Entrepreneurship

Occupational Objective: *Business Related Occupations*

Average Time to Complete: 4 months

Training Site Location: Santa Rosa and Healdsburg High Schools

Natural Resources Management

Occupational Objective: *Agricultural Related Occupations*

Average Time to Complete: 4 months

Training Site Location: Petaluma High School

Ornamental Horticulture

Occupational Objective: *Agricultural Related Occupations*

Average Time to Complete: 4 months

Training Site Location: various sites

Retail Merchandising/Advanced Marketing

Occupational Objective: *Retail Salesperson*

Average Time to Complete: 4 months

Training Site Location: various sites

Sports Medicine

Occupational Objective: *Physical Therapy Aide*

Average Time to Complete: 12 or more months

Training Site Location: Montgomery High School

Video Communications

Occupational Objective: *Video Occupations*

Average Time to Complete: 4 months

Training Site Location: Analy High School

Welding

Occupational Objective: *Welder*

Average Time to Complete: 4 months

Training Site Location: Petaluma High School

Sonoma State University

1801 East Cotati Ave., Rohnert Park, CA 94928

Phone: 707-664-2346 Fax: 707-664-2505

Degree Programs

Afro-American Studies (Undergraduate)
 Anthropology (Undergraduate)
 Art (Undergraduate)
 Biology (Graduate)
 Biology (Undergraduate)
 Business Administration (Graduate)
 Business Administration (Undergraduate)
 Chemistry (Undergraduate)
 Communication Studies (Undergraduate)
 Computer Science (Undergraduate)
 Counseling (Graduate)
 Criminal Justice Administration (Undergraduate)
 Cultural Resources Management (Graduate)
 Economics (Undergraduate)
 Education (Graduate)
 English (Graduate)
 English (Undergraduate)
 Environmental Studies (Undergraduate)
 French (Undergraduate)
 Geography (Undergraduate)
 Geology (Undergraduate)
 German (Undergraduate)
 History (Graduate)
 History (Undergraduate)
 Interdisciplinary Studies (Graduate)
 Liberal Studies (Undergraduate)
 Mathematics (Undergraduate)
 Mathematics (Graduate)
 Mexican American Studies (Undergraduate)
 Music (Undergraduate)
 Nursing (Graduate)
 Nursing (Undergraduate)
 Philosophy (Undergraduate)
 Physical Education (Undergraduate)
 Physical Education (Graduate)

Physics (Undergraduate)
 Political Science (Undergraduate)
 Psychology (Graduate)
 Psychology (Undergraduate)
 Public Administration (Graduate)
 Sociology (Undergraduate)
 Spanish (Undergraduate)
 Theater Arts (Undergraduate)

Extended Education Certificate Programs

Phone: 707-664-2394

Art
 Attorney Assistant Program
 Business and Management
 Computer Technology
 Conflict Resolution
 Counseling
 Education
 English and Writing
 Environmental Health and Safety
 Excel for Youth
 Languages
 Natural History
 Nursing and Health
 Psychology

Sonoma-Marín School of Real Estate

5430 Commerce Blvd., Suite J, Rohnert Park, CA 94928

Phone: 707-586-9448

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Sonoma-Marín School of Real Estate--continued

Programs Offered:

Correspondence/License Preparation Programs:

Occupational Objective: *Real Estate Appraiser, Broker, and Sales Agent*

Approximate Cost to Complete: \$88 per course

Average Time to Complete: varies

Western Institute of Science & Health

102 Avram Ave., Suite 103A, Rohnert Park, CA 94928

Phone: 707-664-9267 Fax: 707-664-9237

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Occupational Therapist Assistant Training

Occupational Objective: *Occupational Therapist Assistant*

Approximate Cost to Complete: \$16,800

Average Time to Complete: 2 years

Physical Therapist Assistant Training

Occupational Objective: *Physical Therapist Assistant*

Approximate Cost to Complete: \$16,800

Average Time to Complete: 2 years

WELFARE TO WORK/CalWORKS EMPLOYER SERVICES

Employer Access

On-line access through our web site www.sonoma-county.org/main/joblink.
Job postings via one phone number (707) 769-5679.

Referral

Applicant screening and the screening of basic skills. Option of receiving candidates resumes or viewing resumes on line prior to referral through America's Talent Bank.

Recruitment

Available applicant pool reflecting: skilled and semi-skilled applicants, employed applicants, nationwide recruiting network and applicants from schools and colleges.

Training

Customized on site training and identification of business training needs. Wage subsidies through on-the job-training, work experience and internships. Comprehensive information on different training programs, childcare assistance and support services.

Assessment and Testing

Basic skills testing ,computer literacy, personality, specific skills, literacy and math.

Labor Market and Employment Information

Accurate and up-to-date labor market information, wage, EEO and unemployment statistics, human resource and hiring techniques and technical assistance. Workshops and focus groups will meet regularly.

Outplacement

Assistance with closures and reduction in workforce both for employer and workers who are laid off. Re-employment, training and counseling will be provided.

Customer Service

Follow-up on job orders, postings and inquiring. One-on-one business retention visits designed to identify problems, concerns and opportunities for local business.

Information & Referral

Assistance to support employers and employees including locating resources for domestic violence, violence in the workplace, childcare, housing and other basic needs.

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